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| **Course Booking Form**  **Please complete in full using BLOCK CAPITALS.** **Please email completed forms to education@pilgrimshospices.org.** |
|  |
| **DELEGATE DETAILS:** |
|  |
| Name |  |  | Contact No |  |
|  |
| Email |  |
|  |
| Company |  |  | Job Role |  |
|  |
|  |
| **COURSE DETAILS**: |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Course Title |  |
|  |
|  |
| Date |  |
|  |
|  | TOTAL: £  |
|  |
|  |
| **PAYMENT DETAILS:** Indicate preferred method of payment |  |  |  |  |  |  |  |  |
| **Card**  |  |  **Invoice** |  |  **BACS** |  |
|  |
| **Invoice Details:** Complete if you require an invoice | **Please provide a Purchase Order No**:  |
|  |
| Company |  |  | Town/City |  |
|  |
| Address line 1 |  |  | Post code |  |
|  |
| Address line 2 |  |  | Email |  |
| Address line 3 |  |  | Telephone |  |
|  |
|  |
| **To make a BACS payment:** **To** **pay by card please call: 01227 812616** |
| Natwest PLC Account: 81015798 Sort Code 60-04-27 Please email your remittance advice slip to education@pilgrimshospices.org |
|  |
| **AGREEMENT:** **By signing below, you are confirming that you have read, understood and agree to the Terms & Conditions:** |
|  |
| Signature: |  | Date: |  |

**TERMS AND CONDITIONS**

**Payment**
All course fees must be paid in full before the course date to secure attendance.

**Cancellations**

* Cancellations made within 14 days of the course date will be charged in full unless the delegate opts to transfer their place to a future session (if available).
* Named substitutes for delegates can be accepted up to one day before the course.
* Delegates who fail to attend a course without prior cancellation will be charged the full course fee.

To cancel a booking, please email **education@pilgrimshospices.org**.

**Insufficient Bookings**
Pilgrims Hospice reserves the right to cancel a course if there are insufficient bookings. Where possible, this decision will be made no later than one week before the course date. Participants will be informed promptly and offered either an alternative date (if available) or a full refund.